

1972

# La Salle College Student Handbook 1972-1973

La Salle University

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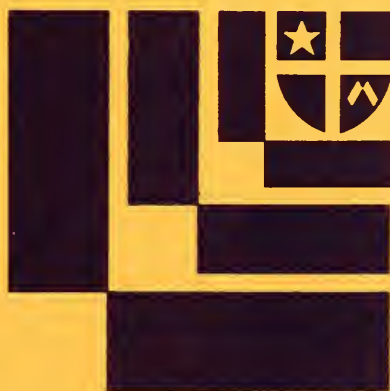
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# lasalle COLLEGE

STUDENT HANDBOOK



1972 — 1973

**Vol. LIII**


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**Number 4**

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LA SALLE COLLEGE  
STUDENT HANDBOOK  
1972-73

*La Salle College has more than 6,800 students in day and evening classes, some 300 teachers and 40 administrators, and an alumni of over 14,000. A community this large needs some structures and procedures to make it work, and you as a student need to know something about how it works if you are going to get the most out of your college life. That is what this handbook is all about. This book will supplement your copy of the College Catalog and will help keep you informed about the privileges and responsibilities that are yours as a member of the La Salle community.*



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## ORGANIZATION OF THE COLLEGE

The College is organized into four areas, each headed by a vice president. These officers report to the President, who in turn is responsible to the Board of Trustees. The concern of each area is evident in its name: Academic Affairs, Student Affairs, Business Affairs, and Public Affairs.

### Academic Affairs

The Vice President of Academic Affairs directs this area of primary importance. He is assisted principally by the deans of the School of Arts and Sciences, the School of Business Administration, and of the Evening Division. Assisting the deans are the various department chairmen. Much of the work of the area is carried on by committees of students, faculty, and administration such as the Curriculum Committee and the Academic Affairs Committee. These committees and the departmental boards give students a voice in making the policies that affect their academic life.

### Student Affairs

The Vice President for Student Affairs is responsible for administering student life programs outside the classroom, student welfare services, and student discipline. Under his direction religious, psychological, social, cultural, and recreational programs are conducted; welfare services are provided in the areas of housing, counseling, health, and financial aid; and a faculty/student judicial system for adjudicating violations of the student code of conduct is administered. Aiding him are the Dean of Student Life Programs and the Directors of Athletics, Campus Ministry, College Union, the Counseling Center, Financial Aid, Health Services, Housing, and Student Activities. Students serve on all standing committees in the area: Student Affairs, Student Development, Athletics, Faculty-Student Judiciary, Publications, and Funding.

### Business Affairs

The Business Affairs area is principally responsible for the fiscal stability of the College and the development and maintenance of the physical plant and its related auxiliary enterprises, like the Campus Store and the Food Service. The Vice President is assisted by a comptroller, a planning coordinator, a superintendent of buildings and grounds, and the managers of the various auxiliary enterprises.

### Public Affairs

The Public Affairs area is charged with the task of communicating the policies and goals of the College to its many publics. The area includes the Development Office, the News Bureau, the Alumni and Office of Career Planning and Placement. Advising the Vice President is the Public Affairs Committee made up of administrators, faculty, and student representatives.



## STUDENT SERVICES

### Religious Activities

While participation in the liturgy or in religious activities on campus is voluntary, you will be offered frequent opportunities to join with other interested students and teachers in such activities. The Director and members of the Campus Ministry Team are available for counseling in matters of spiritual or personal difficulty. Their offices adjoin the student chapel on the lower level of College Hall.

In addition to liturgical service, the Campus Ministry Team is active in ecumenical work and cooperative programs with other local colleges in an effort to promote greater spiritual and personal sensitivity and to help students bring Christian values to bear on their own lives.

A SCHEDULE OF RELIGIOUS ACTIVITIES WILL BE POSTED

### Counseling Center

Located on the first floor of McShain Hall, the Counseling Center offers you assistance throughout your college years in these areas:

*Educational:* appraisal of your academic strengths and weaknesses; help in improving your study habits, selecting a major, or planning for graduate or professional school.

*Vocational:* assessment of your interests and aptitudes; assistance in exploring career possibilities, obtaining occupational information, and making vocational and career decisions.

*Psychological:* help with your social and emotional problems, adjustment difficulties, and interpersonal problems through individual or group counseling.

*Diagnostic:* consultation with the staff psychiatrist for evaluation and medical treatment; help in diagnosing the cause of reading, learning, social, and other similar adjustment problems.

In addition, the Center maintains up-to-date files on selective service requirements. Questions on any aspect of the draft may be discussed with one of the counselors. Drug literature, application forms for admission tests for graduate and professional schools, and directories which list graduate awards, fellowships and financial aid for every major graduate and professional field of study are also available.

You may make an appointment either through the Counseling Center Secretary directly or by calling extension 231. If you want an immediate conference, a counselor is available each day through the Center's walk-in service.

### Peer Counseling

Pier 19 is a program operated by students to help other students who may be reluctant to go to a professional staff member. This alternative is open to any student who wishes to talk to an upperclassman about concerns of an academic or personal nature (interpersonal relationships, loneliness, dating, sex, campus life, etc.). The Pier 19 office is located in Leonard Hall and will have regular hours as well as emergency phone numbers posted.

## **David Leo Lawrence Memorial Library**

The steadily growing library collection now numbers over 185,000 volumes and more than 830 periodical subscriptions. The library is able to provide most of the materials you are ordinarily called on to consult. To provide for special needs, the library is a member of the Pennsylvania Union Catalog and the National Union Catalog. As such, it is in a position to arrange for inter-library loans from libraries throughout the country.

With the exception of reference books and periodicals, most library materials may be borrowed for a four-week period and may be renewed once. To borrow materials you must present your library card. This card may be obtained at the main desk upon application. Regulations concerning the use of the library are posted on the bulletin board near the main desk.

### **Library Telephone Numbers:**

Circulation desk, ext. 271

Reference desk, ext. 272

Reserve Book room, ext. 275

### **Library Hours:**

Mon.-Thurs. 8:00 A.M. — 11:00 P.M.

Friday 8:00 A.M. — 9:00 P.M.

Saturday 10:00 A.M. — 4:00 P.M.

Sunday Noon — 10:00 P.M.

Holidays 2:00 P.M. — 6:00 P.M.

Any changes in this schedule will be posted at the main entrance to the library and on college bulletin boards.

## **Financial Aid**

Financial aid is designed for those students who, without such assistance, would be unable to attend college. Financial aid includes scholarship grants, long term loans, and employment opportunities which the student may use singly or in various combinations.

Students in need of financial assistance in order to complete their education are encouraged to consult with the Director of Financial Aid concerning programs available to them.

## **College Union**

The College Union is the center for many cultural, recreational and social activities which play an important role in the total educational development of the La Salle student.

The Union houses concerts, lectures, shows, art exhibits, films, dances and most other extra curricular programs. A Coffee House with student entertainers is a regular feature, as are lunch hour concerts and entertainment in the theatre and the club room.

## College Union Hours:

### *Building*

Mon. — Fri.	7:30 A.M. — 11:00 P.M.
Sat. — Sun.	10:00 A.M. — 7:00 P.M.

### *Dining Halls*

Mon. — Fri.	7:45 A.M. — 2:30 P.M.
Mon. — Fri.	4:20 P.M. — 7:00 P.M.
Sat. — Sun.	10:00 A.M. — 12:30 P.M.
Sat. — Sun.	4:20 P.M. — 6:00 P.M.

### *Faculty Dining Room*

Mon. — Fri.	11:00 A.M. — 2:00 P.M.
Mon. — Thurs.	4:30 P.M. — 6:30 P.M.

### *Snack Bar*

Mon. — Thurs.	9:00 A.M. — 11:00 P.M.
Fri.	9:00 A.M. — 4:00 P.M.

### *Campus Store*

Mon. — Thurs.	8:30 A.M. — 7:30 P.M.
Fri.	8:30 A.M. — 3:00 P.M.

### *Barber Shop*

Mon. — Thurs.	9:00 A.M. — 7:00 P.M.
Fri.	9:00 A.M. — 5:00 P.M.

### *Director's Office*

Mon. — Fri.	8:30 A.M. — 9:00 P.M.
Sat. — Sun.	10:00 A.M. — 5:00 P.M.

### *Club Room*

Mon. — Thurs.	9:00 A.M. — 9:00 P.M.
Fri.	9:00 A.M. — 4:00 P.M.

*All hours subject to change.*

## Use of Union Facilities and Reservation Procedures

Student groups desiring to use any Union facility for general meetings or functions should submit a reservation request to the Reservations Office. Booths, tables, easels, notices and bulletin boards are available to accommodate the publicity needs of campus groups. Reservations for their use may also be made in the Reservation Office. Use of classroom facilities during the Tuesday and Thursday free period (12:30 P.M.) may also be scheduled through this office. The Reservation Office is located in the Assistant Director's Office, Ext. 310 or 446. The Office is open between 8:30 A.M. and 5:00 P.M., Monday through Friday; between 5:00 P.M. and 9:00 P.M. contact the Union Director's Office. All reservations are tentative until confirmed in writing.

Reservations will be accepted on a first come, first served basis, but the reservation staff reserves the right to assign space to be used for a meeting or function. In all cases, the master calendar in the Reservations Office should be consulted before a reservation is filled out to ensure that a conflict will not occur.

At the time a reservation is made for an event, several points of information should be presented to the Reservations Office:

1. Type of event and number of people to be in attendance.
2. Time event will begin and end.
3. Set-up details.
4. Full name and address of individual in charge.

All organizations, even if sponsored by a College group, must sign the waiver of claims and indemnity agreement obtainable in the Reservations Office. All groups using facilities also are subject to incurred costs.

The following procedure should be followed by groups wishing a facility:

1. Day Division Student Groups –  
Should obtain a reservation form and tentative approval from the Reservations Office. Reservation form must be signed by a student representative and faculty advisor. When an advisor is not available or has not been appointed, a form should be signed by the Director of Student Activities.
2. Evening Division Student Groups –  
(as per Student Congress approved procedure 9/70). The Reservation form should be obtained from the Director of Student Activities office or the Union Director's office, filled out and signed by a student representative of the group, a Student Congress representative (designated by Student Congress President) and the Director of Student Activities. This form should then be submitted to the Union Director's Office. Student representatives will receive an answer within 48 hours.

No reservation can be guaranteed consideration if submitted less than 48 hours before the event.

Groups using College facilities are expected to leave these facilities in good order. If any unusual expense is incurred in restoring facilities to their original appearance, the cost will be charged to the using group.

#### **Use of Union Facilities by Non-Recognized Student Groups.**

1. Union meeting facilities may be reserved by groups of students with common interests who are not listed among the student organizations holding institutional recognition.
2. Such groups must follow all normal procedures in filing facilities reservations, e.g., at least 48 hours notice, completion of reservation form, etc.
3. A student member of a group, faculty member or administrator must accept responsibility for the requested facility. A student may do this by producing a currently validated student I.D. at the time of requesting a meeting room. A deposit will be required to confirm the request (A schedule of fees is available in the Union Director's Office).
4. All regular Union policies, in effect for institutionally recognized groups will be applicable, e.g., clean up area, maintaining order and the like.

5. Depending on the facility in question, the Union Director may reserve the right to levy a maintenance of damage deposit appropriate to the anticipated attendance at a meeting (A schedule of fees is available in the Union Director's Office).

### **Lost and Found**

The Union Director's Office is the campus headquarters for lost and found.

#### *Hours:*

Mon. — Fri.	10:00 A.M. — 4:00 P.M.
Mon — Thurs.	6:00 P.M. — 9:00 P.M.

### **P.A. Announcements**

All announcements must be handed in to the Union Director's Office 24 hours before the student group wishes the announcements to be made. The announcements must be typed or neatly printed and should contain all necessary information in a very brief, concise way. They should list the name of the student wishing the announcement to be made. Announcements of group meetings held during the regular school hours will not be made on the P.A. system. These can be posted on bulletin boards.

### **Ticket Office**

The College ticket office located on the first floor of the College Union building is the exclusive distribution point of campus for all tickets. Tickets for basketball, campus films, special concerts, and outside programs are available at this office. Individuals or groups wishing to have tickets made available through this office should contact the assistant director of the College Union, Ext. 310. No tickets may be sold on campus at any other location. Student groups *may not* sell raffles, chances, party tickets, or any other type of ticket. All activities of this type must go through the ticket office (Pending Approval).

### **Career Planning and Placement Bureau**

The Career Planning and Placement Bureau, located on the second floor of the College Union, provides service for the student, alumnus, institution and the employer. Its objective is to assist people in their career planning and employment activities.

The Educational Placement Office assists seniors and alumni interested in teaching positions.

The Industrial Placement Office maintains files of company literature, It furnishes occupational and vocational information and arranges for representatives from business, industry and government to visit the campus and conduct interviews. It maintains contact with employers unable to visit and refers qualified applicants for available positions. The Director also advises students as to opportunities for on and off campus part-time and summer employment.



## **Work Study Program**

The College work study program is designed to aid needy students by providing them with on-campus and off-campus jobs to help defray the cost of their education. Applications for the work study program may be obtained at the Financial Aid Office.

## **News Bureau**

All academic and sports releases to the media concerning La Salle emanate from the News Bureau.

You are encouraged to take advantage of the services of the News Bureau by forwarding any newsworthy items concerning your activities. These will be forwarded to local and hometown newspapers and other interested media.

The La Salle magazine, mailed quarterly to alumni, students and friends, is prepared by the News Bureau and the Alumni Office.

## **Dispensary**

As part of the College's health service program, the dispensary is available for initial care and for emergency use by all students, faculty and staff. Located on Olney Avenue adjacent to St. George Hall, it is operated under the direction of the College Physician, a registered nurse and a licensed practical nurse.

Hours: Monday through Friday, 9:00 A.M. to 5:00 P.M., whenever classes are in session.

The clinical facilities of Germantown Hospital (adjoining the campus) are at the disposal of any student in case of emergency. Students seeking hospital treatment should present their I.D. card or other evidence of student status.

## **Blue Cross and Blue Shield – Student Programs**

Blue Cross (hospital insurance) and Blue Shield (medical-surgical insurance) offer special rates for full-time college students who are under 23 years of age and are in reasonable good health. Both programs are in effect 12 months per year and service is not limited to the Philadelphia area. Blue Cross Student coverage is \$5.00/month; Blue Shield is \$2.76/three months. Participation in these programs is optional, except for international students. Participation is strongly recommended for resident students. Further information is available in the office of the Vice President for Student Affairs (C-108).

## **Veterans**

Veterans attending under the benefits of the "Veterans Readjustment Act of 1966" are required to submit their "Certificate of Eligibility" to the Business Office of the College, Room 103, College Hall. The Business Office will certify the Veteran's enrollment and attendance for each term to the Veterans Administration. If the Veteran should withdraw and return to the College at a later term, the Veteran must notify the Business Office of the College, *in writing*, of the Veteran's request to again be certified to the Veterans Administration. Veterans are required to satisfy their financial obligations to the College in the same manner as all other students.

## STUDENT ORGANIZATIONS AND ACTIVITIES

### Student Government Association

The Student Government Association is recognized as the official independent and representative instrument for the expression of student opinion. It serves as a liaison group between students and the college.

One of the primary functions of the Student Government Association is to provide for the involvement of students in a productive partnership in the governance of the college. This is done by appointments to the various college committees whose composition attempts to reflect diverse student interests.

All student appointments to college committees are made by the President of the Student Government Association with the approval of the Student Government Association Executive Board.

The Student Government Association Executive Board is comprised of eleven students: President, Vice-President, Secretary, Treasurer and the four Class Presidents. Also included are representatives from the following organizations:

*Inter-Fraternity Council* – Supervises and coordinates the recognized fraternities; consists of president and representative from each fraternity.

*College Union Committees* – Consists of Art, Film, Music, and Weekend committees; organizes social and cultural activities in the Union.

*Residence Council* – Acts as voice of resident students.

### Academic Department Boards

Students are offered the opportunity to participate in decisions regarding their academic life through membership in their academic department's Board. Although each academic department may organize in its own manner, the Departmental Boards typically consider such things as: curriculum revision, teacher evaluations and general academic concerns.

### Student Affairs Committees 1972-1973

#### *Student Affairs*

The Committee on Student Affairs is an advisory body to the Vice President for Student Affairs and is charged with reviewing and assisting in formulating policies governing student life outside the classroom. In addition to policy review, the committee has the authority to review and recommend all student affairs services, activities and regulations.

The Committee is comprised of three student affairs administrators, three faculty members, six students, and the Vice President for Student Affairs, *ex officio* and chairman. The 1972-1973 student representatives are: William Flannery, John Moore, Michael O'Hagan, Sue Schmacher, Gary Smoller, and Ellen Walsh.

### *Student Development*

The Committee on Student Development is an advisory body to the Vice Presidents for Academic and Student Affairs. The purpose of the committee is to examine means beyond the classroom for achieving college objectives in the area of student development. It has authority to study on-going programs concerned with student development and to recommend new programs.

The Committee is comprised of three student affairs administrators, five faculty members, and five students. The 1972-1973 student representatives are: Barbara Ann Ferrino, James R. Glanzmann, David M. Grace, Barbara M. Grum, and Thomas D. Scott, II.

### *Athletic*

The Committee on Athletics is an advisory body to the Vice President for Student Affairs. Its purpose is to review intercollegiate athletic policies and practices to assure that they conform to College MAC, ECAC, and NCAA rules and regulations; to investigate allegations; and to study and make recommendations about the conduct of intercollegiate sports.

The Committee is comprised of one student affairs administrator, five faculty members, two students, two alumni, and the sport information director (*ex officio*). The 1972-1973 student representatives are; William T. Cunnane and Geoffrey Meyer.

### *Faculty-Student Judiciary*

The purpose of the Faculty-Student Judiciary is to adjudicate referred discipline cases guided by *Student Rights, Responsibilities and the Adjudication Process*, as approved by College Council (April 13, 1970).

Membership includes six faculty members and nine students. The 1972-1973 student members are: Harold Abbott, Ann Maxwell, Pamela Kinney, Robert Mellon, Charles Pashley, Michael Raczynski, Thomas Walko, Joseph Woodfield, and Robert Weidman.

### *Publications Board*

The Publications Board has been established by the administration of La Salle in an attempt to create and maintain an environment at La Salle in which high quality student publications might most effectively benefit the entire College Community. The Board formulates general policies for student publications, and advises the Vice President for Student Affairs on matters in that domain.

The Committee is comprised of one student affairs administrator, three faculty members, and four students. The 1972-1973 student representatives are: William Baugh, Dennis Honoski, George McGeehan, and the Explorer Editor.



## ORGANIZATION ADVISORS AND PRESIDENTS

*Organization*

Student Government Association  
 Class of 1973  
 Class of 1974  
 Class of 1975  
 Class of 1976  
 College Union Committees  
 Residence Council  
 Inter-Fraternity Council

*President*

Carl J. Meyer  
 Edward Sabato  
 Michael Roberts  
 Mark Speaker  
  
 Michael F. Raczynski  
 Michael Martin  
 Christopher Hollenden

*Advisor*

Mr. Gerald T. Dees  
  
 Mr. Thomas Powell  
 Dr. Charles Schrader  
 Mrs. Roseanne S. Hofmann  
 Mr. John H. Veen  
 Ms. Mary Kay Jordan  
 Mr. Joseph Moran

## Co-Curricular Clubs

Accounting Association  
 Chymian Society  
 Education Society  
 Finance Association  
 German Club  
 Historical Society  
 Italian Club  
 Industrial Relations Commission  
 Marketing Association  
 Newtonian Society (Physics)  
 Phi Alpha Beta (Bio.)  
 Philosophy Club  
 Psychology Association  
 St. Thomas Moore Society (Pre-Law)  
 Society for the Advancement  
   of Management  
 Sociology Club  
 Spanish Club  
 Ukranian Club  
 Weber Society (English)

Michael J. Tasch  
 Thomas A. O'Brien  
 James Dillman  
  
 Hans Neuber  
 Arthur A. Warren  
 Domenic J. Grosso, Jr.  
 Edward Steck  
 David J. Slowik  
 John P. Brett  
 John Krimm

Richard G. Scott  
 Francis McDonnell

Karen Donchetz  
 Thomas Benedetti  
 Bohdan M. Nakoneczny

Mr. Walter J. Kaiser  
 Dr. Ralph Tekel  
 Prof. Marilyn Roehm  
 Mr. Melvin F. Woods  
 Dr. Leo D. Rudnytzky  
 Dr. J. Sandor Cziraky  
 Dr. Domenico A. DiMarco  
 Mr. Charles A. J. Halpin  
 Dr. George R. Swoyer  
 Bro. Mark Guttman  
 Bro. James J. Muldoon  
 Dr. Michael J. Kerlin  
 Dr. John A. Smith  
 Dr. Ed. V. Domineske  
 Dr. Bernard B. Goldner

Dr. Richard C. Leonard  
 Dr. Maria Suarez  
 Dr. George A. Perfeky  
 Dr. John J. Seydow

*President**Advisor*

## Honor Fraternities

Alpha Epsilon Delta (Pre-Med)  
 Alpha Psi Omega (Theatre)  
 Beta Alpha (Accounting)  
 Delta Sigma Pi (Business Studies)  
 Kappa Mu Epsilon (Math)  
 Lambda Iota Tau (English)  
 Phi Alpha Theta (History)  
 Pi Delta Phi (French)  
 Pi Sigma Epsilon (Marketing & Sales)  
 Psi Chi (Psychology)

Eric Krieg  
 Kathleen Moller  
 James Gallagher  
 Anthony F. Arnone  
 Stephen Andrilli  
  
 John A. Moore  
 Cathleen M. Cunningham  
 Herb Martin  
 Anthony R. Mina

Dr. John S. Penny  
 Mr. Sidney J. McLeod  
 Mr. Michael A. DeAngelis  
 Dr. Edward V. Domineske  
 Dr. Samuel J. Wiley  
 Dr. James J. Devlin  
 Dr. J. Sandor Cziraky  
 Dr. Richard P. Boudreau  
 Mr. Joseph Tague  
 Dr. John Rooney

## Service &amp; Social Fraternities

Kappa Alpha Beta  
 Phi Kappa Theta  
 Phi Sigma Kappa  
 Sigma Beta Kappa  
 Sigma Phi Lambda  
 Tau Kappa Epsilon

Robert H. Waters, Jr.  
 Chris C. Giles  
 Joseph A. Cilia, Jr.  
 Michael Buckley  
 Stephen Glumac  
 Gerard Binder

Mr. Fred Foley  
 Dr. Robert Courtney  
 Bro. Thomas J. Donaghy  
 Mr. Joseph L. Moran  
 Bro. Richard Hawley

## Extracurricular Activities

La Salle College Band  
 Black Student Union  
 Caisson Club  
 Coed Drill Team  
 Gavel Society  
 Howitzer  
 The Masque  
 President's Guard  
 Publications  
   Explorer  
   Collegian  
 St. Gabriel's Club  
 Semper Fidelis Society  
 La Salle Singers  
 Veteran's Club

Susan Kelly  
 Greg Johnson  
 Richard A. Goldschmidt  
 Geraldine Walcott  
 Michael D. Woodfield  
 Patrick G. Gould  
 James P. Coyle  
 Jim Revel  
  
 To be selected  
 George B. McGeehan, Jr.  
 Bud Murphy  
 William Kennedy  
 Joseph R. D'Annunzio  
 Harry J. Ewald

Mr. Ronald D. Fisher  
 Cpt. Jonathan D. Haight  
 Maj. Helmut Gauss  
  
 Cpt. Jonathan D. Haight  
 Mr. Daniel J. Rodden  
 Cpt. Alexander Koziolok  
  
 Publications Board  
 Publications Board  
 Mr. John C. White  
 Dr. George C. Swoyer  
 Mr. George K. Diehl  
 Bro. Gregory Claude Demitras

## **Institutional Recognition of New Student Organizations**

Students wishing to obtain recognition for new organizations should submit to the Student Government Association a list of officers and a constitution containing statement of purpose, criteria for membership and rules of procedure.

Assistance from the Student Government Association is provided to groups who need help in composing a constitution. The Student Government Association reviews all new constitutions to be sure they convey required standards for recognition, and then forwards them to the Student Affairs Committee with recommendations for, or against, recognition. Institutional recognition is granted by the Student Affairs Committee. Before recognition is granted, the Director of Student Activities is available to provide a complete explanation of the benefits of institutional recognition and College policies that pertain to recognized organizations.

Institutional recognition of new student organizations implies that new groups may: use College facilities; obtain a mailbox; open a number three account in the Bursar's Office; associate the name of the College and their organization name in their dealings; participate in all-College functions such as Open House, and apply to the Activities Funding Board for financial help for their open programs. Funding, however, is not assured.

## **Loss of Institutional Recognition for Student Organizations**

Any student organization which has obtained institutional recognition and which violates its own constitution or fails to comply with college regulations shall be liable to loss of institutional recognition, including funding (approved January 20, 1972).



Should either of these points be violated by the recognized student group, a complaint may be filed by an administrator, faculty member, or student to the Student Government Association. The Student Government Association will then forward the complaint to the Director of Student Activities who will in turn review the case against the student group. If, after his review, the Director feels the complaint is valid, he will forward the case to the Student Affairs Committee which will hear both sides. After discussion, the Student Affairs Committee shall make a recommendation to the Vice President of Student Affairs, for, or against, loss of recognition. If a recommendation for loss of recognition is suggested and accepted by the Vice President, the group shall lose all rights granted it as an institutionally recognized student organization (Pending Approval).

### **Activities Funding Board**

The Activities Funding Board has been established by the College's Student Affairs Committee and has been charged with managing the established Student Activities Budgets. In addition to working with the budgeted student groups, the Board provides limited funding for some activities and programs through its Activities Contingency Fund. Normally, groups whose activities and programs are directed toward the general student body could apply for such funding. Additional information on the Funding Board and Contingency Fund is available at the Student Activities Office.

### **Athletics**

There are men's varsity teams in baseball, basketball, track, crew, swimming, rifle, soccer, tennis, cross country, and golf. To date, the women's varsity program includes field hockey, basketball and softball. Students in good standing are welcome to compete for positions on these teams.

Those not interested in varsity competition are encouraged to participate in the intramural program. This program severely limited by lack of facilities in the past, will, with the opening of Hayman Hall, take a greater stride toward fulfilling the varied recreation needs of the College Community. The present men's program includes touch football, basketball, tennis and softball. The present women's program includes fencing, badminton, basketball and softball. These programs will be expanded to include volleyball, weightlifting, track, squash, handball, jogging and swimming. Further information is available in the Assistant Athletic Director's office, Hayman Hall.

### **Club Sports**

For those interested in sports that are not contained in either the varsity or intramural programs, La Salle College Club Sport teams exist. These Club Sport teams and their organizations on Campus are a separate division from either Intercollegiate or Intramural programs. They operate with the permission of, and answer to, the Director of Athletics and exist only by virtue of the interest and time given by the students. At present three La Salle College Club Sport teams exist; they are: the Fencing Club, the Karate Club and the Ice Hockey Club. For information concerning these Club Sport teams or the formation of others, please contact the Assistant Athletic Director's office.

## Hayman Hall

The opening of Hayman Hall marks a significant step forward in the College's ability to provide for the recreational needs of its students, faculty and alumni. The following is an attempt to examine briefly, and generally, the facilities and programs available and to set forth some general guidelines which must be followed in order to obtain maximum participation and enjoyment of all members of the College community.

### *Use of Facilities*

Recreation schedules are made up each semester and will be mailed to all College departments as well as posted in Hayman Hall. Hours may be altered as a result of usage demands, special events, College vacations and unforeseen emergencies. Schedule changes will be posted in the affected area with as much advance notice as possible. Every effort will be made to keep the areas open as long as reason and finance permit.

Participation determines hours of operation, therefore it is not feasible to accommodate those few who may not be able to participate during the periods of most frequent use. In order to assist those people employed to service you, participants are requested to comply with the posted hours. Complaints should be made in the office of the Building Director and not to service employees.

### *Admission to the Facility*

The Recreation Department will require a current and valid student, staff or faculty/administration card, issued by the College for admission. This card will also serve as security for borrowed athletic equipment, admission to the exercise area, etc.

### *Guest Policy*

Guest privileges will be extended to the students, faculty and administration, however because of physical limitations, the members of the College Community will be permitted one guest each per day. If you wish to bring a guest into the facility you must obtain a guest pass 24 hours in advance from the Building Director's office. Upon arrival, your guest must present the guest pass to the facility guard, upon which he or she will be given a guest tag which must be worn during his or her stay in the vicinity. The person sponsoring a guest will assume all responsibility for equipment issued to his or her guest. Children under the age of 12 *must* be accompanied by an eligible parent at all times (PLEASE NOTE THAT THE MINIMUM DEPTH OF THE POOL IS SIXTY (60) INCHES).

### *Locks and Lockers*

Towels and Lockers will be available on a daily basis for a nominal fee of .25 cents. Lockers may be obtained by depositing your I.D. card and paying the fee at the Equipment Issue Counter. The tag containing the key and locker number will then serve as security for any borrowed athletic equipment.

### *Employees*

Lockers will be available on a daily basis only for all full time faculty, staff and administrative employees. These lockers may be outlined by depositing your I.D. card with the attendant at the Equipment Issue Counter.





### *Alumni*

Alumni use of Hayman Hall is welcomed and encouraged. In order to facilitate our record keeping we ask that an alumnus who wishes to use the facility during the hours of 9:00 to 5:00 P.M. please stop in at the Alumni Office and pick up an Alumni Identification card, which will provide admission to the facility.

If an alumnus is unable to stop in at the Alumni Office, or wishes to use the facility after 5 P.M. or on weekends, arrangements can be made by telephoning the Alumni Office and having the Alumni Identification Card mailed to your home.

### **General Policy for Hayman Hall**

#### *Check Out of Equipment*

There is a limited supply of equipment available for recreational activity. Equipment may be borrowed for daily use by depositing your identification card or locker key tag. The borrower will be billed by the Comptroller's Office for the replacement cost of lost or destroyed equipment.

Some equipment will not be available for general recreation due to the risk involved in using the equipment in an unstructured, unsupervised manner. Equipment is to be returned the same day it is borrowed unless you have received special permission from the Building Director. All check-out of large numbers of equipment, as well as use of equipment for one day or more, will have to be cleared through the Building Director.

### *Recreational Attire*

We do not have any particular dress standards when using the facilities except we do ask participants to adhere to posted attire in certain areas, eg. Gym, Pool, Squash, Handball Courts, etc.

### *Swimming Pool*

The Swimming Pool is one of the most popular facilities and will be available for recreational use as often as is reasonably possible. The Pool is not a simple operation; we need engineers, maintenance people, locker room attendants and, of course, lifeguards in order for you to enjoy the Pool. Therefore, we must operate during those times when we can expect a fairly good participation.

We do require that swimmers wear the type of suit sanctioned by the College (i.e., no cut-offs, gym shorts, etc.).

Dangerous horseplay and hazardous equipment, as determined by the guards and supervisor on duty, are strictly forbidden. Glass bottles, food, drink or smoking in the Pool area is banned. Observers, and those wearing shoes, are not permitted in the Pool deck or shower area.

PLEASE NOTE THAT THE MINIMUM DEPTH OF THE POOL IS 5 FEET (60 INCHES).

### *Squash-Handball Courts*

The Squash-Handball facilities in Hayman Hall (2 singles, 1 double) will be available for use by the College community during the normal hours of operation. We must ask that the following be respected:

1. Proper attire on courts (No street shoes).
2. Make reservations for the courts 24 hours in advance in the Building Director's Office.
3. Reservations will be accepted for one hour periods only.
4. Playing time ends at 25 minutes after the hour. Please give up the court at this time, unless the following hour has not been reserved.

For your convenience the College will stock a limited number of rackets, gloves and balls which may be purchased in the Building Director's Office.

### *Gymnasium Area*

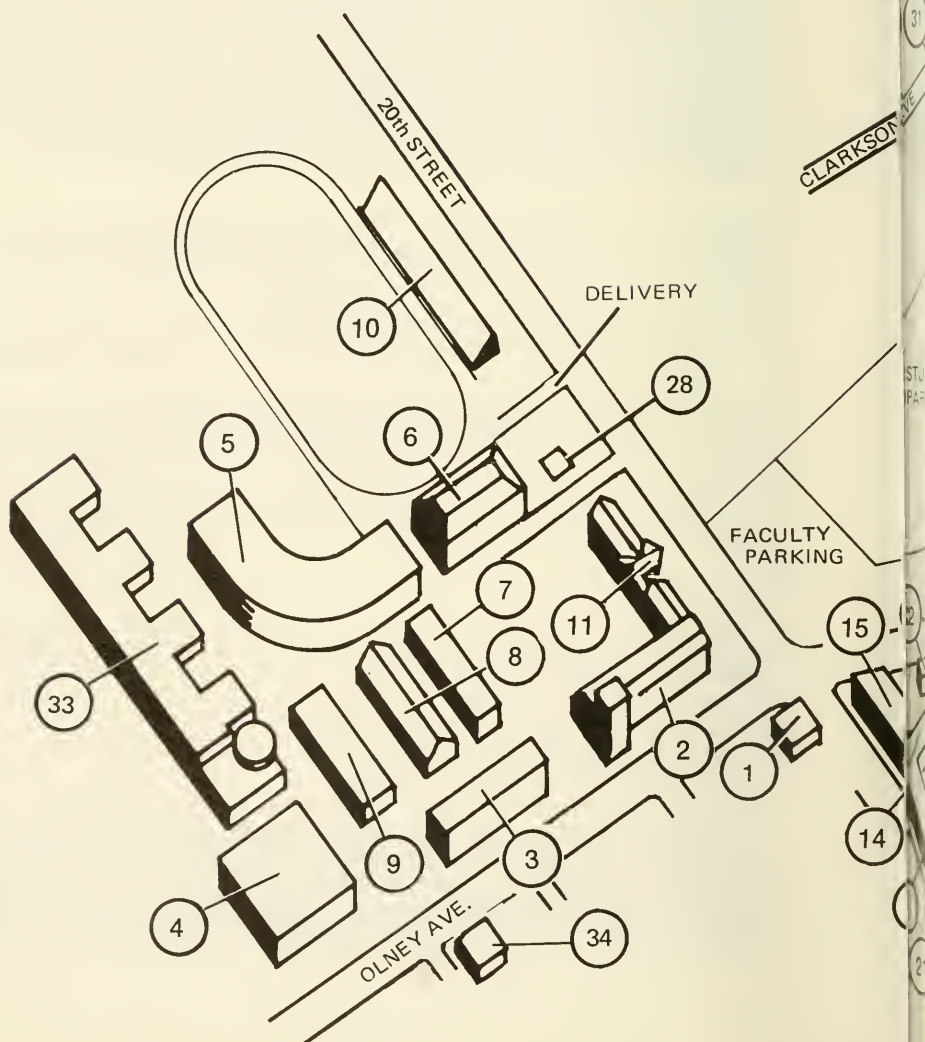
The various courts in the Gym area will be clearly marked to enable you to locate scheduled activities. We must insist that the following regulations be adhered to by those using the Gym:

1. All participants must wear sneakers.
2. No smoking in the Gym.
3. No food or beverages in the Gym.

These regulations are for your safety and enjoyment. Damage to the floor from shoes, burn marks and spills will create unsafe conditions. This will also eventually lead to the necessity of refinishing the floors. Refinishing the floors not only costs you money but takes the facilities out of circulation. Therefore, we ask your cooperation in helping us to stay open.

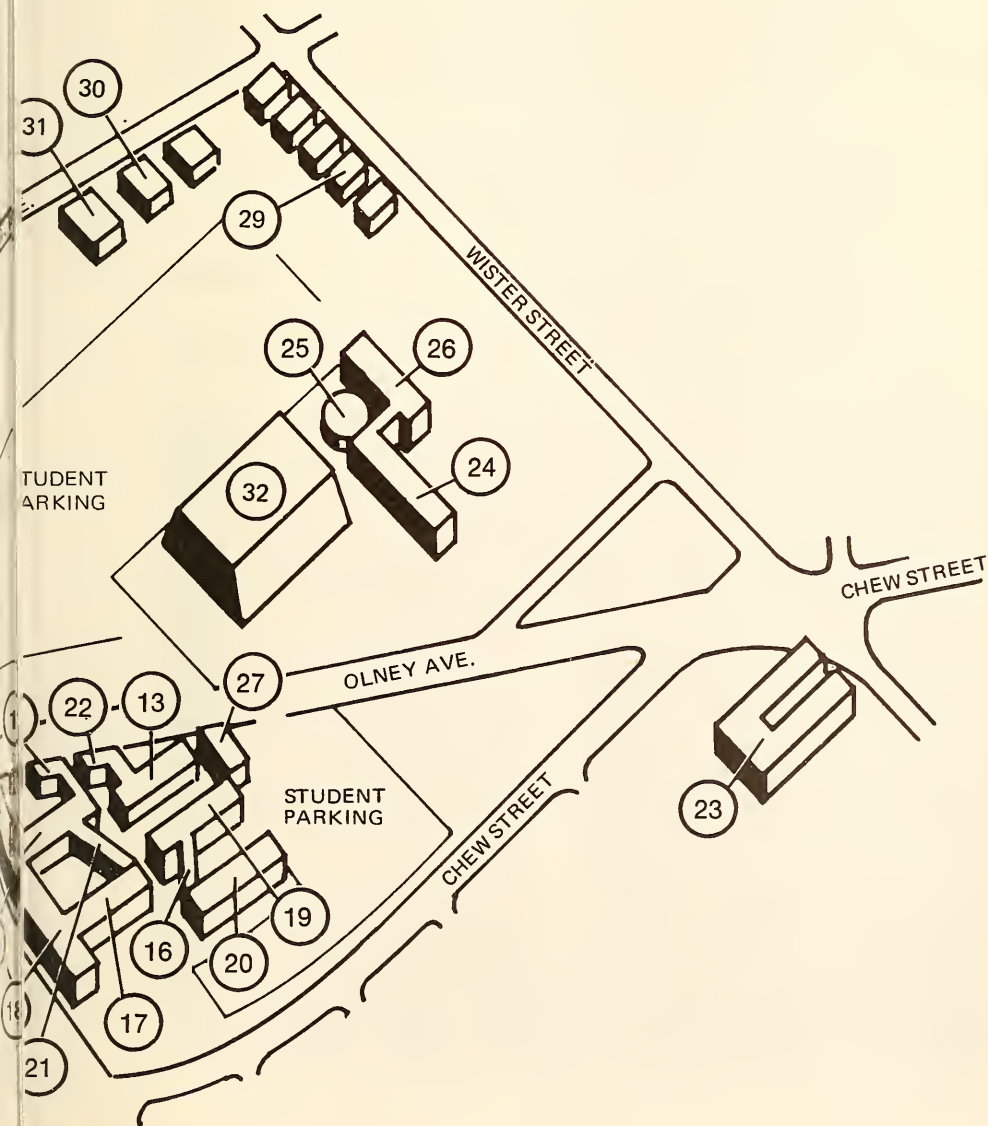
**LA SALLE  
COLLEGE**

- 1 Admissions Office (Day Division)
- 2 College Hall
- 3 David L. Lawrence Memorial Library
- 4 Science Center
- 5 College Union
- 6 Wister Hall
- 7 McShain Hall
- 8 Leonard Hall
- 9 Benilde Hall
- 10 McCarthy Hall
- 11 Christian Brothers' Residence
- 12 A-H Lounge



- 13 St. George Hall
- 14 St. Albert Hall
- 15 St. Hilary Hall
- 16 B-D Lounge
- 17 St. Cassian Hall
- 18 St. Jerome Hall
- 19 St. Bernard's Hall
- 20 St. Denis
- 21 C-J Lounge
- 22 Residents' Mail Room
- 23 LaSalle Hall Apartments
- 24 St. Edward Hall

- 25 E-F Lounge
- 26 St. Francis Hall
- 27 Dispensary
- 28 Security
- 29 Windsor House-Alumni Office & Development Office
- 30 Art Studio — 2103 Clarkson St.
- 31 Music Studio — 21 Clarkson St.
- 32 Hayman Hall—Athletic Facilities Building
- 33 Olney Hall Academic Building
- 34 Financial Aid Office





Other activities that will be available to the College Community include: volleyball, badminton, weight-lifting, jogging, swimming instruction, lifesaving instruction, as well as Game Room activities such as pool, shuffleboard, etc.

This does not list all the activities available to the College Community. It is rather a brief listing of the facilities and most popular programs that will be offered. A more detailed listing will be published later. If you have any questions concerning the overall program or would like to discuss the initiation of a particular program, please feel free to stop in at the Building Director's Office and discuss it.

Use of the athletic fields or gym facilities may be arranged through the Assistant Athletic Director's Office.

### **Season Basketball Tickets**

Student season tickets for basketball games to be played in the Palestra may be obtained first week in November from 10:30 A.M.-2:30 P.M. and 5:30 P.M.-7:30 P.M. in the main lobby of the College Union.

Two types of student season tickets will be available.

1. For all La Salle games played at the Palestra during the regular season.
2. For the La Salle games played at the Palestra while school is in session according to the official school calendar.

Current I.D. cards must be presented at the time of purchase. Multiple requests for season tickets will not be honored.

Tickets for Wednesday games will be on sale Tuesday from 10:30 A.M.-2:30 P.M. and from 5:30 P.M.-7:30 P.M. and on Wednesday from 10:30 A.M.-12:30 P.M.

Tickets for Friday and Saturday games will be on sale Thursday from 10:30 A.M. — 2:30 P.M. and from 5:30 P.M. — 7:30 P.M. and on Friday 10:30 A.M. — 12:30 P.M.

Season ticket holders may exchange their coupons from 10:30 A.M.-2:30 P.M. on Monday for Wednesday games and on Wednesday for weekend games.

There is a limit of one ticket per student for all games with the exception of those games designated as date nights when each student may purchase two tickets at the student rate. Multiple requests for tickets will not be honored at any time.

### **Student Publications Board**

#### *Preamble*

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entail corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, and administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.



3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body. "Joint Statement on Rights and Freedoms of Students by American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors.

## Student Publications Board By-Laws

### A. Objectives

The Publications Board has been established by the administration of La Salle College in an attempt to create and maintain an environment at La Salle in which high quality student publications might most effectively benefit the entire College Community. The Board will therefore formulate general policies for student publications, and accordingly advise the Vice President for Student Affairs on matters in that domain.

### B. Responsibilities:

1. The Board appoints the editors of the publications from those certified by the respective staff editorial board, or from other applicants should the former agency fail to submit candidates;
2. The Board may question any policy of a publication and make recommendations to the governing editors of the publication;
3. The Board will regularly conduct post-publication reviews of the various student publications;
4. The Board should review all financial and legal matters involving student publications;
5. The Board must approve any new student publication which is funded by the college or accepts paid advertising, and which uses the name of La Salle College;
6. The Board has the power to impose, on just cause, censure, suspension, or removal as editor upon any editor-in-chief of a student publication, provided the student has been given an opportunity to present his case before the Publications Board (cf. "Appendix").

### C. Membership:

1. Composition: The Board will be composed of the following voting members: four students, three faculty, and one administrator.
  - (a) Student Membership
    - I – Day Collegian editor, ex officio
    - II – Evening Collegian editor, ex officio
    - III – Explorer editor, ex officio
    - IV – A student appointed by the student governing body.
  - (b) Faculty Membership: Faculty are to be appointed per the Faculty Senate "resolution on Procedures for College Committee Appointments". Initially, one faculty member would be appointed for a three-year term, and one for two years, and the third for one year. Subsequent appointments would be for three years.

- (c) Administrative Membership: Appointed by Vice President of Student Affairs.

## 2. Officers

- (a) Chairman: To be elected annually by the members of the Publications Board from its membership. His duties will be to preside over meeting and to act for the Board in matters which it delegates him;
- (b) Vice-Chairman: to preside in those instances when the Chairman is not present;

## D. Meetings:

1. Regular Meetings: The Board will meet monthly during the academic year.
2. Irregular Meetings: The chairman may call a meeting whenever circumstances warrant doing so.

E. Quorum: A quorum will consist of five members of the Board.

F. Amendment: The by-laws may be amended by a majority of the Board membership (i.e., at least five), provided the proposed amendment was listed on the agenda.

## Appendix

### Guidelines for Censure, Suspension, or Removal of Student Editors-in-Chief.

The Publications Board unequivocally subscribes to the principles articulated in the "student publication" portion of the AAUP "Joint Statement on Rights and Freedoms of Students" which preambles these by-laws. The Board particularly agrees that "student publications. . . are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus," that "they are a means of bringing student concerns to the attention of the faculty and the institutional authorities," and that they are vehicles for the formulation of "student opinion on various issues on the campus and in the world at large." The Board emphasizes, therefore, that "the student press should be free of censorship and advance approval of copy, and its editors . . . should be free to develop their own editorial policies and news coverage."

However, the Board recognizes, consistent with the AAUP Statement, that "the editorial freedom of student editors . . . entails corollary responsibilities to be governed by the canons of responsible journalism." Therefore, the Board feels duty-bound not to allow student publications to be used by those who perpetrate libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.





The Publications Board does, then, desire to maximize responsible free inquiry and free expression for student editors, and consequently views the invoking of censure, suspension, or removal of a student editor-in-chief as extraordinary. If such punitive action must be taken, the Board feels equally bound to guarantee procedural fairness to the student editor so acted upon, and therefore establishes the following guidelines for due process:

1. Since some student editors-in-chief are members of the Publications Board, any formal action by the Board will hopefully be precluded through open exchange by all members of the Board on points of potential or extant contention.
2. If informal consensus cannot be attained, or if student editors should evince bad faith through refusal either to appear before the full Board or to discuss their rationales for certain editorial decisions, the Board can officially censure, through majority vote of the full Board (i.e. at least five votes), a student editor-in-chief (a student editor who is a member of the Board would not vote should he be the accused in the case).
3. Suspension or removal of an editor as editor may be imposed only after the student has been informed in writing of the charges against him, and after he has been provided a fair opportunity to refute such charges (the student editor would be entitled to an adviser, could call witnesses, conduct cross-examination, etc.). The Board's decision may be appealed directly to the Vice President for Student Affairs.

## STUDENT REGULATIONS AND PROCEDURES

### Student Bill of Rights

La Salle College has approved in principle the *Joint Statement on Rights and Freedoms of Students* which was formulated in 1967 by a joint committee of the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Women Deans and Counselors. The College is in the process of formally adopting the Statement and has to date approved sections on Student Affairs, Student Publications, and the Adjudication Process, as noted in other sections of this publication. Action regarding adoption of other sections of the Statement is pending at this time.

### Adjudication of Disciplinary Cases

La Salle College is dedicated to the development of the individual. In the pursuit of this objective it has the responsibility of protecting the individual's academic and personal freedoms, as well as the responsibility of protecting the common good and the rights of others.

Any group designated to further common objectives inevitably requires the establishment of a basic set of rules governing it. These regulations enable the group to live together with a minimum of friction and offer maximum protection of the rights of others. Therefore, these guidelines are presented in order to ascertain basic areas of unacceptable behavior and their adjudication. There is no pretense of defining how one should or should not behave in every given situation.

Generally, College disciplinary action will be limited to conduct which adversely affects the educational community's pursuit of its objectives. The following misconduct is subject to disciplinary action:

- A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, and forgery, alteration or use of College documents or instruments of identification with intent to defraud.
- B. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other college activities.
- C. Physical abuse of any person on institution premises or at college sponsored or supervised functions.
- D. Theft from or damage to college premises or damage to property of a member of the college community on institution premises.
- E. Failure to comply with directions of college officials acting in performance of their duties.
- F. Violation of published regulations including those relating to entry and use of college facilities, the rules in this code of conduct, and any other regulations which may be enacted.

- G. Violation of published rules governing residence halls.
- H. Violation of law on college premises or residence halls in a way that affects the educational community's pursuit of its purposes.

### **Procedure for Disciplinary Proceedings**

1. Any student, faculty, or administrator may file charges against any student for misconduct. The charges are filed with the Dean of Student Life Programs. In extraordinary circumstances, the Dean may suspend the student pending consideration of the case.
2. The Dean will make a preliminary investigation by consulting all parties involved, including the accused, to see whether the charges may be disposed of informally without the initiation of disciplinary proceedings.
3. If the Dean determines that the alleged misconduct warrants disciplinary proceedings he will send by registered mail a copy of the charges together with the notice of the institution of proceedings and a copy of the procedures to the individual(s) charged with misconduct. If a hearing is deemed necessary, a copy of the charges will be sent to the Chairman of the Judiciary Board.
4. Within seven days after the decision has been made to hold a hearing, the Chairman of the Judiciary Board will set a time for the hearing and notify all parties involved.

### **The Judiciary Board**

1. The Judiciary Board has the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the college community.
2. The Judiciary Board will be comprised of three students and two faculty members. A student will be Chairman of the Judiciary Board and only in the case of a tie will he cast a vote. Three votes will be necessary for any decision rendered by the board.
3. The Judiciary Board for any given hearing will be drawn from an available group of nine students and six faculty members. Board members will be assigned on a rotating basis.
4. Student members of the board will be selected by vote of Student Government. Faculty members of the board will be appointed by the Faculty Senate after nomination by the faculty.

## **Conduct of the Hearing**

The hearing shall be conducted in such a way as to do justice to all parties involved and shall not be unduly restricted by rules of procedure or evidence.

2. The hearing will be private.
3. On behalf of the College, the charges and evidence will be presented by the Dean or his representative.
4. An individual charged with misconduct has the right to be represented by a faculty member or student.
5. Either party may request presenting witnesses. The Judiciary Board may address questions to any party involved in the proceedings.
6. If for lack of a sufficient reason, as judged by the Chairman, an accused individual fails to appear at the agreed time of the hearing, the Chairman reserves the right to conduct the hearing without the presence of the accused. It should be further noted that, if the absence is unexcused, the accused forfeits any right of appeal.
7. The Chairman of the Judiciary Board will make known the decision of the Board to the Dean and the accused within two days after the hearing. In addition, the Dean will be given a verbatim record of the hearing (tape recording) and written reasons for the decision.

At the conclusion of the hearing the Judiciary Board is empowered to administer one of the following sanctions:

**Censure** — a written statement to the offender that he has violated College regulations and the possibility of more stringent disciplinary action in the event of future violations.

**Restitution** — reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

**Disciplinary probation** — exclusion from participation in extracurricular activities for a specified time.

**Expulsion** — termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

At the discretion of the Dean of Student Life Programs, notification of action taken will be sent to the parents or guardians of student under twenty-one years of age.

## **Procedure for Appeal**

1. The accused student may appeal the decision of the Judiciary Board by stating so in a letter to the Dean of Student Life Programs within seven days after the decision.



2. The student must be able to demonstrate to the Appeal Board one or more of the following:
  - a. that he did not receive a fair hearing
  - b. that certain relevant evidence was not reviewed
  - c. that new evidence is available
3. An appeal shall be limited to a review of the full report of the Judiciary Board for the purpose of determining whether the board acted fairly in light of the charges and evidence presented at the hearing. The Appeal Board may accept the report without modification, may accept the report subject to a specified reduction in the sanction imposed, or dismiss one or more of the charges entirely.
4. The Appeal Board will send notice of its decision to the student and the Dean of Student Life Programs within two days after hearing appeal.

### **The Appeal Board**

1. The Appeal Board will be composed of one student and two faculty members.
2. The chairman will be selected by mutual consent. His responsibility will be to conduct the appeal hearing and submit a transcript of the proceedings to the Dean. He will also submit the decision to the Dean and the student.
3. The Appeal Board will be selected from the Judiciary Board by random selection of the remaining ten members not associated with the case.

### **Confidentiality of Records**

Respect must be given to the confidential relationship between the College and its students by preserving to the maximum extent possible, the privacy of the student's record. As custodian of student records, the College assumes an implicit and justifiable trust. This trust involves a recognition that student records, both academic and personal, are confidential to the student and the institution. Accordingly, the College should exercise extreme care and concern in recording the disseminating information about students; and student records should be released only to appropriate authorities within the College, except when the student has given his formal consent or when the safety of the student and others and/or property is endangered.

Disciplinary records are for intramural use only and as such should not be made available to persons outside the College except on formal request of the student involved. Disciplinary records should not be forwarded on transcripts unless the disciplinary action relates to the student's eligibility for re-enrollment into the College. Intra-college use should be restricted to the Dean, who may interpret the meaning of notation to other officials in the institution when necessary to the discharge of their official duties. The Dean assumes the responsibility of safeguarding the disciplinary records. It is his responsibility to maintain the records in a safe place and limit accessibility to professional staff only. Persons who have access to the records must be cautioned as to their responsibilities involving confidentiality.

## **Identification Cards**

All students are photographed for identification cards when first registering. The I.D. is nontransferable and should be carried whenever on campus and presented upon request to administration members, faculty, or campus security guards. The card verifies status as a student at La Salle and may therefore be required for admission to social or athletic events, for voting rights in student elections, and for other such events demanding evidence of student status. The I.D. is intended to last throughout four years; there is a \$3.00 replacement charge. The Assistant Director of the College Union handles replacement. The card is validated each semester when tuition and fees have been paid.

## **Financial Delinquency**

A student who is financially delinquent forfeits the privilege of attending class, and the College has the right to withhold report of grades, transcript of record, and diploma until the indebtedness is met. A student who is financially delinquent at the close of a term will not be permitted to register for a succeeding term unless his account is settled.

## **Pre-Registration Procedure**

Pre-registration for the following academic year takes place during the spring semester. Notices giving complete information about pre-registration are prominently posted to explain the procedures involved. You are asked to complete pre-registration forms listing all required and elective courses you intend to take the following year. These forms are then submitted for review and approval to course advisers, usually the chairman of your department or an instructor appointed by the chairman. Course advisers work under the direct supervision of the Dean, and they are available to give assistance in the selection of programs of study and of courses within the program. The end result should be a relatively definite program for the next scholastic year.

## **Change of Courses**

During the first two days of each semester, a student may, with the written approval of his Dean, make a change in his roster.

## **Withdrawal from the College**

Withdrawal from La Salle College requires completion of an official withdrawal form available in the Dean's Office.

## **Alcoholic Beverages**

The College calls attention to the state law of Pennsylvania on the use of alcoholic beverages:

It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess or transport any alcohol or malt or brewed beverages within the Commonwealth.

The State Liquor Control Board operates under State Law. It is a misdemeanor to unlawfully transfer a registration card for the purpose of

falsifying age to secure malt or alcoholic beverages. Also, it is misdemeanor for any person to sell, furnish, or give any minor under 21 years of age any malt or alcoholic liquor. The penalty for this is \$100.00 to \$300.00 or 3 months in jail upon conviction.

The College does not prohibit the lawful keeping and the consuming of alcoholic beverages by its students over 21 years of age when this is done moderately. In no way should this be interpreted to mean that the College encourages the use of alcoholic beverages. Furthermore, the College considers intoxication, disorder, or bad manners arising from the use of alcoholic beverages to be offenses which will subject the student to disciplinary action. No open containers of alcoholic beverages may be carried outside of buildings. The College does not permit student use of liquor in the common rooms of the men's or women's residence halls, classroom buildings, or the College Union. Possession or use of alcohol by students under 21 years of age on campus is not permitted.

### Use of Drugs

Since the primary responsibility of the College is the intellectual and physical well-being of its students, it in no way condones the medically-supervised use of potentially dangerous drugs. In keeping with its educational role, the College will make every effort to inform students about the potential dangers of drug usage and the legal penalties involved. The College, however, does not regard itself as an agent of the law; its frame of reference is educational and psychological rather than legal. Consequently, students using drugs are ordinarily referred for professional counseling. Any disciplinary action required will be fitted to the behavior problem in each individual case.

A more comprehensive statement of the College's policy on the use of drugs is available at the Counseling Center.



## **Demonstrations**

College Council has adopted a policy declaring that disciplinary action up to and including dismissal may be taken against any member of the College community who acts to prevent invited lecturers from speaking, disrupts College operations in the course of demonstrations, or obstructs and restrains other members of the academic community and campus visitors by physical force (College Council, December 5, 1967).

The College recognizes that when an issue is of sufficient import to require extraordinary measures to call attention to it, a demonstration may be deemed justifiable by an aggrieved or advocating sector of the College. When such is the case, the College will insist that no demonstrating person or group shall abridge the rights of others in the regular conduct of College affairs. At the same time, the College for its own part will strive to maintain means for open and honest dialogue through normal channels of communication.

## **Hazing**

La Salle College does not approve of any form of hazing. Hazing is defined as any action taken or situation created intentionally to produce mental or physical discomfort.

## **Use of Bulletin Boards**

In a college community, the bulletin board is usually the quickest, most direct means of communicating information and announcements. It is wise, therefore, to get the habit of checking the bulletin boards regularly. The main boards in the first floor corridor of College Hall are used for official announcements and for posting minutes to keep you up to date on what the various college committees are doing.

Student organizations may use tack boards in College, Leonard, and Benilde Halls; permission from the Director of the Library or of the College Union is required for posting in these buildings. All posters must be approved by the Director of Student Activities and must not be posted on trees, walls, woodwork, or other places where they deface property. In general, student use of bulletin boards is to conform with the guidelines available from the Director of Student Activities.

## **Student Organization Contracts**

Contracts made for student sponsored events that are considered College or class-wide in nature must be signed by the Director of Student Activities. He will not sign any contract that is not accompanied by a moderator's authorization form. The Director of Student Activities will be happy to assist student organizations in contract negotiations. It is wise to make use of his services well in advance of the date of the event.

## **Delegates to Intercollegiate Meetings**

Student delegates to intercollegiate meetings must have the approval of the activity adviser and the Director of Student Activities.



## Off-Campus Housing

Students under 21 are expected to live with parents or guardians or in the residence halls.

## Parking

Automobiles are to be parked in the areas provided by the College or on streets adjacent to the campus. Campus police are authorized to prohibit student parking in restricted campus areas. Violators are subject to a fine.

## Fund Raising

Soliciting funds, selling chances, or merchandising of any kind is not allowed without the permission of the adviser of the student activity and the approval of the Director of Student Activities.



# HANDBOOK FOR RESIDENT STUDENTS

## Residence Hall Staff

The Director of Housing is the administrator of the student housing program. He is charged with the placement of resident students, and with the residence hall directors and their assistants, he is responsible for administering regulations.

Each residence hall is under the direction of a residence director or a head resident, who is responsible for the students and administration of the hall, including supervision of the resident assistants in his hall. The resident assistants are students selected by the Director of Housing

## Guidelines for Residents

1. Maintaining reasonable quiet is a necessary consideration for others who may be sleeping or studying.
2. In the interests of safety:
  - a. use of cooking devices or immersion coils is prohibited.
  - b. air conditioners, electric blankets, or irons are not to be used in the rooms because the wiring is not adequate for such appliances.
  - c. fireworks, firearms, ammunition, weapons, explosives, or dangerous chemicals may not be possessed or used on campus.
  - d. no fires are to be lit, no matter how small or playfully intended.
  - e. the dangers of smoking in bed are emphatically called to every student's attention.
  - f. screens are not to be removed from windows, nor are students permitted on window ledges or roofs.
  - g. there must be no tampering with fire alarms or equipment or with the public telephones in each residence hall.
3. Residents are reminded of the state law on the use of alcoholic beverages (See page. . . for College policies on those over 21).
4. Pets or animals are not allowed for reasons of health and sanitation; one man's pet may be another man's peeve.
5. Ornamentation of rooms is to show good taste and common sense. Nails, staples, or scotch tape may not be used; masking tape is permitted. No ornamentation is permitted on closet doors or ceilings.
6. Athletic activities are to be confined to the playing fields or the area north of St. Cassian Hall to prevent possible window breakage.
7. Soliciting funds or advertising unapproved activities in the resident halls is not allowed.
8. Door keys and closet keys are to be safeguarded and returned when a student moves out. Prior to occupancy, a \$5.00 key deposit is required of all residents which is refundable upon proper return of all keys. Residents who fail to return keys will forfeit their \$5.00 deposit and be charged for replacement. Replacement of lost keys during the school

- year is handled through the resident's Mailroom. There is a \$5.00 replacement charge.
9. Visitors of the opposite sex are permitted in the living areas only at designated times posted by the Dean of Student Life Programs; visits other than at these hours may take place in the lounges.
  10. Each resident is responsible for the cleanliness and order of his room. Maid service is provided once a week.
  11. In matters of routine operation, such as cleaning and maintenance, or in emergencies, authorized college personnel have the right to enter students' rooms at any reasonable time. In case of search and seizure, the student will accompany the College person conducting the search unless a bona fide emergency exists, in which case the room search may be conducted without the presence of the student.
  12. A resident should always notify his roommate or a friend if he is to be away from campus for any length of time, such as a weekend. If a resident is to be away overnight he is encouraged to inform the Resident Director, leaving a telephone number where he can be reached in case of emergency.
  13. Damage to rooms is always assigned to the occupants; if the responsibility is not theirs, it is their obligation to ascertain who committed the damage. Whenever damage occurs in a room or to any equipment within a hall, a report should be made to the Director of Housing immediately.
  14. Room changes during the course of the school year are made only for the most compelling reasons and must have the approval of the residence staff and the authorization of the Director of Housing.
  15. Visitors to the residence halls must be 16 years of age or older unless accompanied by a parent.
  16. Guests who wish to stay in the residence halls overnight may do so only if authorized by the residence director or head resident. A guest request form should be filled out and a \$1.00 fee will be charged. The resident is responsible for the conduct of guests. Permission of roommate is required.
  17. All residence halls close at 6 P.M. on the last scheduled class day before Thanksgiving, Christmas, mid-semester break, Easter and summer vacation. Residence halls open at noon on the day preceding the resumption of classes.
  18. Whenever the fire alarm sounds all must leave the building within two minutes. No one may re-enter the building until the residence staff has so directed.
  19. Any illness or injury should be reported immediately to the residence director or his assistant. Students seeking treatment at Germantown Hospital must show I.D. cards or other evidence of student status.
  20. Equipment and furniture must not be removed from student rooms or public areas in the residence halls. Unreported damages in public areas will be pro-rated for the residence of the dorm.
  21. Residents must provide their own linens. A linen rental service is available for \$10.00 per semester.
  22. Residents may have private phones installed in their rooms. Only one phone may be installed per room. Arrangements should be made by the resident directly with the phone company.
  23. Each resident and his parents are required to sign a binding yearly agreement between La Salle and the resident for one academic year's occupancy in the residence halls. All conditions are included in the written agreement.

## Public Telephones

Since you cannot be reached at the College telephone exchange, be sure to let those persons who will be calling you know the number nearest your room.

### ST. ALBERT

1st floor — 844-9910  
2nd floor — 844-9709  
3rd floor — 844-9772

### ST. BERNARD

1st floor — 844-9520  
2nd floor — 844-9550  
3rd floor — 844-9664

### ST. CASSIAN

1st floor — 844-9286  
2nd floor — 844-9287  
3rd floor — 844-9409

### ST. DENIS

1st floor — 844-9288  
2nd floor — 844-9289  
3rd floor — 844-9659

### ST. EDWARD

Basement — 844-9961  
1st floor — 844-9786  
2nd floor — 844-9843  
3rd floor — 844-8961

### ST. GEORGE

1st floor — 844-9191  
2nd floor — 844-9192  
3rd floor — 844-9193

### ST. HILARY

1st floor — 844-9184  
1st floor — 844-9185  
2nd floor — 844-9194  
2nd floor — 844-0197  
3rd floor — 844-9195  
3rd floor — 844-9198

### ST. JEROME

ground floor — 844-9187  
1st floor — 844-9189  
1st floor — 844-9190  
2nd floor — 844-9188  
2nd floor — 844-9196  
3rd floor — 844-9183  
3rd floor — 844-9186

### ST. FRANCIS

1st floor — 844-9886  
2nd floor — 844-9893  
3rd floor — 844-9753

## Mail

All mail and packages should be addressed as follows:

Box  
La Salle College  
P.O. Box 5150  
Philadelphia, Pa. 19141

Residents' mailroom is open 24 hours per day. Mailroom services (packages, key replacement, etc.):

Mon. — Fri.                      8:30 A.M. — 12:30 P.M.

La Salle Hall mail is addressed to residents at their apartment. Correct street numbers for apartments are as follows:

- A Apartment 5713 Wister Street, Philadelphia, Pa. 19138
- B Apartment 5715 Wister Street, Philadelphia, Pa. 19138
- C Apartment 5717 Wister Street, Philadelphia, Pa. 19138
- D Apartment 5719 Wister Street, Philadelphia, Pa. 19138
- E Apartment 5721 Wister Street, Philadelphia, Pa. 19138
- F Apartment 5723 Wister Street, Philadelphia, Pa. 19138
- G Apartment 5725 Wister Street, Philadelphia, Pa. 19138

## Cafeteria Hours for Residents

Monday — Friday

Breakfast 7:45 — 10:30  
Lunch 10:30 — 2:30  
Dinner 4:20 — 7:00

Saturday — Sunday:

Brunch 10:00 — 12:30  
Dinner 4:20 — 6:00

Replacement of lost meal tickets is handled through the Director of Food Services.



## COLLEGE CAMPUS DIRECTORY

	<i>Location</i>	<i>Phone</i>
Accounting Dept.	C-201-B	347
Admissions Office (Day)	1923 W. Olney	207
Admissions Office (Evening)	C-110	411
Alumni Office	5521 Wister	421
Art	2103 Clarkson	365
Asst. Union Director	U-LL	310
Athletic Office	H-217	251
Ballroom	U-2nd	317
Barber Shop	U-LL	311
Biology Dept.	S-213	346
Bursar	C-101	224
Business Law	C-317	340
Business Office	C-103	221
Cafeteria	U-1	306
Campus Post Office	C-LL	247
Campus Security	20th St. gate	380
Campus Store	U-1st	241
Chaplain	C-LL	255,316
Chemistry Dept.	S-315	258
Club Room	U-LL	432
Collegian (Newspaper)	Hut	315
Computer Center	C-216	283
Counseling Center	McS-1st	231
Dean: Arts and Sciences	C-102	211
Dean: Business Administration	C-100	213
Dean: Evening Division	C-112	408
Dean: Student Life Programs	U-303	353
Development Office	5521 Wister	423
Director of Housing	Albert 112	360
Director, Food Services	U-1st	306
Dispensary	St. Geo. Hall	240,249
Duplicating Dept.	C-LL	247
Earth Science	S-212	376
Economics Dept.	O-250	544
Education Dept.	O-258	545
Educational Placement	U-207	383
English Dept.	O-145	339
Explorer (Yearbook)	Hut	339
Finance Dept.	C-312-314	278
Financial Aid Office	1801 18th St.	429
Foreign Language Dept.	O-245	538
Game Room	H-203	
History Dept.	O-345	569
Honors Center	McS-LL	378
Industrial Relations	C-301	347
Information	C-109	"O"
Interfraternity Council	U-304	318
Language Laboratory	O-200	592
Library		271
Lost and Found	U-Dir.	281
Mailroom	C-LL	329

Maintenance Dept.	McC-1st	236
Management Dept.	C-301-B	
Marketing Dept.	C-302	345
Mathmatics Dept.	S-11	372
Music Room	U-2nd	397
News Bureau	U-205	286
Philosophy Dept.	W-201	239
Physics Dept.	S-127	375
Placement & Career Planning	U-205	296
Political Science Dept.	O-358	576
Presidential Suite	U-2nd	300
President's Office	Br. Res.	201
Psychology Dept.	S-123	350
Public Relations	U-205	245
Registrar	C-107	226
Residents' Mailroom	St. Geo. Hall	329
ROTC	McC-West	284
Secretarial Service	McS-LL	250
Snack Bar	U-1st	306
Sociology Dept.	O-350	574
Student Activities	U-305	288
Student Congress (Evening)	U-304	318
Student Government (Day)	U-300	427
Text Book Store	McC-East	428
Theater	U-1st	308
Theology Dept.	McS-3	363
Union Director's Office	U-1st	281
Urban Study Center	5501 Wister	463
		843-6573
Vice President, Academic Affairs	C-106	204
Vice President, Business Affairs	C-103	221
Vice President, Public Affairs	U-205	245
Vice President, Student Affairs	C-108	215

### Legend

B	Benilde Hall	McS	McShain Hall
C	College Hall	O	Olney Hall
LH	Leonard Hall	S	Holroyd Science Center
H	Hayman Hall	U	College Union
McC	McCarthy Hall	W	Wister

### LA SALLE COLLEGE 110TH ACADEMIC YEAR FALL SEMESTER 1972

August	29-31	In-person Registration
September	3	Freshman residents report
	6	Beginning of classes, Opening Mass
	23	Premier Mixer

October	24	Academic Convocation
	30	Mid-Semester Holiday
November	22	Residence halls close (6:00 P.M.)
	23-24	Thanksgiving holidays
	26	Residence halls reopen (noon)
December	14-21	Fall-semester examinations
	21	Residence halls close (6:00 P.M.)

### SPRING SEMESTER

January	10-12	In-person Registration
	14	Residence halls reopen (noon)
	15	Beginning of classes
March	3	Residence halls close (6:00 P.M.)
	5-11	Mid-semester holiday
	11	Residence halls reopen (noon)
	12	Classes resume
April	15	Putting Him Through Ceremony
	19	Easter holiday begins at 10:30 P.M.
	24	Classes resume at 8:30 A.M.
May	2-9	Spring semester examinations
	14	Commissioning Ceremony
	14	Faculty Senior Reception
	15	Baccalaureate liturgy, Commencement

## EMERGENCY TELEPHONE NUMBERS

### LA SALLE COLLEGE

City fire department	563-6700
City police	231-3131
Campus security guards	ext. 380
Germantown Hospital	438-9700
Campus dispensary	ext. 240, 249
Campus Ministry	
Fr. Henry A. Jaffola	ext. 255
Counseling Center	ext. 231

La Salle College  
1972-73 Student Handbook  
Additions & Revisions as of Nov. 1, 1972

Listed below are newly approved policy revisions and additions to your Student Handbook. You will note in the back cover page of your book a pocket for retaining additions. You are requested to retain this item in the book as it does update policies by which you are governed. IF YOU DID NOT OBTAIN A HANDBOOK OR LOST THE ONE YOU WERE ISSUED, CONTACT THE STUDENT ACTIVITIES OFFICE FOR AN ADDITIONAL COPY

1) Student Ticket Sales - Policy: All tickets for on-campus student programs which utilize College Facilities, or off-campus student programs sponsored by the College must be sold through the Ticket Office. A service charge is permissible under this policy. Procedure: Student groups should contact the Ticket Center Manager to discuss the sale of tickets at least one week prior to the sale. The ticket Center Manager may be reached at ext. 281 between 8:30AM & 5:00PM, Monday through Friday. The office is opened from 8:30AM to 9PM Monday through Friday, and from 10AM to 5PM on Saturday and Sunday. The Ticket Center personnel will assist the group with publicity via the College Union Bulletin Boards, the P.A. system, and the Radio Station. The Ticket Center will accept the tickets, keep all records, and once the program is over, submit a complete report to the sponsoring organization. The Ticket Center will not send out mail orders; take phone orders; nor sell tickets without receiving payments unless the action is discussed with the president of the sponsoring organization and the Union Director. The sponsoring group must expect to pay for these extra services. Student groups wishing additional information on this policy and procedure are invited to contact the Ticket Center. (Replaces statement on p.6 titled:

Ticket Office.

2) Institutional Recognition of New Student Organizations:

Student wishing to obtain recognition for new Organizations should submit to the Student Government Association (S.G.A.) a list of officers and a constitution containing a statement of purpose, criteria for membership and rules of procedures.

Assistance from the S.G.A. is provided to groups who need help in composing a constitution. The S.G.A. reviews all new constitutions to be sure they convey required standards for recognition, and then forwards them to the Student Affairs Committee (S.A.C.) with recommendation for, or against, recognition. Institutional recognition is granted by the S.A.C. Before recognition is granted, the Director of Student Activities is available to provide a complete explanation of the benefits of institutional recognition and College policies that pertain to recognized organizations.

- The College may deny recognition to groups whose purpose is not consistent with the institution's aims and philosophy as stated in the College Bulletin.

Institutional recognition of new student organizations implies that new groups may: use College Facilities; obtain a mailbox; open a #3 account in the Pursar's Office; associate the name of the College and their organizational name in their dealings; participate in all College functions such as Open House, and apply to the Activities Funding Board for financial help for their open programs. Funding, however, is not assured. (REPLACES STATEMENT ON p.11)

3) Loss of Institutional Recognition for Student Organizations

Paragraph 2 of the statement on Loss of Institutional Recognition for Student Organizations (p. 11 & 12), was approved by the Student Activities Committee on September 18, 1972.



## FOR READY REFERENCE

Changing or dropping course — Academic Dean  
Rostering difficulties — Registrar  
Use of Union Facilities — Union Director  
Religious or personal problems — Chaplain  
Personal, vocational, study problems — Counseling Center  
Financial Aid — Director of Financial Aid  
Transcripts — Registrar  
Reservation of athletic facilities — Athletic Director  
Lost and Found — Union Director  
Career planning, work study, placement — Director of Career Planning & Placement  
News releases — News Bureau  
Changes in dormitory rooms — Director of Housing  
Request for off-campus living — Director of Housing  
Lost meal tickets — Director of Food Services  
Reservation of Union facilities — Union Director  
Lost I.D. cards — Ass't. Union Director  
Residence hall reservations — Director of Housing  
Basketball tickets — Union Director

